

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
September 5, 2002

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at SCAG offices at 818 W. 7th Street, 12th Floor, Los Angeles.

1.0 CALL TO ORDER

Supervisor Jon Mikels called the meeting to order at 9:00 a.m.

2.0 PUBLIC COMMENT PERIOD

No public comment.

3.0 CONSENT CALENDAR

It was MOVED (Bev Perry), SECONDED (Ron Bates), and UNANIMOUSLY approved.

3.1 Approval Items

3.1.1 Minutes of the August 1, 2002 Meeting

3.1.2 Contracts

- Advance Data Transcribing, Inc.
- Crown Consulting, Inc.

Equipment Lease Renewal

- Pitney Bowes

3.1.3 SCAG Participation at the 2002 League of California Cities & California State Association of Counties

3.1.4 Sponsorship of Southern California Leadership Network Class XII Tuition and Leader of the Year Luncheon

3.2 Receive & File

3.2.1 SCAG Legislative Matrix 2001-2002 Session

3.2.2 Contracts/Purchase Orders \$5,000 & \$25,000

Contracts

- Center for the Continuing Study of the California Economy
(Regional Economic Forecasting Assistance)

Purchase Orders

- IBM Corporation
- Kion Printing and Packaging
- Pace Lithographers

3.2.3 Conflict of Interest Listing

4.0 ACTION ITEMS

None

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker (Chief Financial Officer) presented this item.

It was MOVED (Sidney Tyler), SECONDED (Bev Perry), and UNANIMOUSLY APPROVED that future reports provide comparisons of actual to budget, and working capital at the end of the period.

5.2 Update on Audit Resolution Plan

Bert Becker (Chief Financial Officer) presented this item.

5.4 Overall Work Program Schedule

Sondra Morison (Controller) presented this item.

Mayor Ronald Bates asked that in order to save time, budget priorities be categorized as those that are fully mandated and those that have some discretion.

Mayor Pro-Tem Bev Perry asked that the proposed budget schedule be added to this schedule.

In response to a question regarding a budget workshop, Mayor Pro Tem Lee Ann Garcia suggested that all Regional Council members be invited to attend.

6.0 COMMENT PERIOD

Councilmember Sidney Tyler asked that the Executive Directors Monthly Report be provided prior to the Regional Council meeting.

Mayor Pro-Tem Bev Perry asked that it be e-mailed the Tuesday before the Regional Council meeting, with hard copies provided at the meeting.

Councilmember Sidney Tyler complimented staff on the improved speed and efficiency of contract turn-around time for SGVCOG.

Mayor Pro-Tem Bev Perry added that the money is also flowing in faster, which is much appreciated.

7.0 ADJOURNMENT

Supervisor Jon Mikels adjourned the meeting at 9:50 a.m.

Bert Becker, Chief Financial Officer
Staff to the Administration Committee

Committee Members Present:

Mayor William Alexander
Mayor Pro Tem Ron Bates
Councilmember Hal Bernson
Councilmember Richard Dixon
Mayor Pro-Tem Lee Ann Garcia
Supervisor Hank Kuiper
Mayor Ron Loveridge
Supervisor Jon Mikels
Councilmember Bev Perry
Mayor Ron Roberts
Councilmember Sidney Tyler
Councilmember Toni Young

City of Rancho Cucamonga
City of Los Alamitos
City of Los Angeles
City of Lake Forest
City of Grand Terrace
County of Imperial
City of Riverside
County of San Bernardino
City of Brea
City of Temecula
City of Pasadena
Port of Hueneme
County of Orange

Committee Members Absent:

Councilmember Janice Hahn
Supervisor Judy Mikels
Councilmember Bea Proo
Supervisor Charles V. Smith

City of Los Angeles
County of Ventura
City of Pico Rivera
County of Orange

Staff Present:

Bert Becker
Sondra Morison

Chief Financial Officer
Controller

Others Present:

Zahi Faranesh
Catherine McMillan
David Sosa
Ed Jones
Jacki Bacharach
Phyllis Winger

SCAG
CVAG
Caltrans
SCAG Liaison
SBCCOG
Councilmember Bernson's Office